

Governance Handbook 2019-2020

The ACNM Governance Handbook provides general information on governance, strategic goals, committees, and the policies that preside over the activities of the College. The Handbook is designed to orient individuals on the role and functions of the ACNM volunteer structure and to enhance transparency of ACNM governance to broader stakeholders.

FOREWORD

The American College of Nurse-Midwives (ACNM) is committed to advancing the practice of midwifery and supporting the midwives who provide quality health care for women and families. Making a positive difference and securing the success of the many programs we have in place around the world, takes significant resources. Thankfully, ACNM is a volunteer rich organization with a diverse base of midwives dedicated to the College's mission. The many volunteers that participate in ACNM's Board, committees, task forces, and caucuses play a vital role in the College's governance.

Vital to achieving our goals is maintaining a sound organizational infrastructure — one with solid operational and governance practices and a firm commitment to ethical business conduct. The purpose of governance is to provide strategic, confident, and inclusive leadership, and to create robust accountability, oversight, and assurance for programs and financial performance.

As such, the ACNM Governance Handbook provides general information on governance, strategic goals, committees, and the policies that preside over the activities of the College. It is designed to orient individuals on the role and functions of the ACNM volunteer structure and to enhance transparency of ACNM governance to broader stakeholders. A strong understanding of the principles of good governance and responsible conduct will support the organization in achieving its goals while safeguarding the interests and needs of the overall midwifery community. All members are encouraged to familiarize themselves with the information contained in this guide. The handbook is not exhaustive in its coverage and will be updated as needed. Users should exercise discernment and diligence in its use.

Questions and comments related to the ACNM Governance Handbook may be emailed to leadership@acnm.org.

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1. ABOUT ACNM

- **Vision**

A midwife for every woman.

- **Mission**

The mission of the American College of Nurse-Midwives (ACNM) is to support midwives and to ultimately advance the practice of midwifery, achieving optimal health for all women throughout their lifespan. To accomplish its goals, ACNM aspires to improve expertise in well-woman and gynecologic care, prioritizing optimal pregnancy, physiologic birth, postpartum care, and neonatal care.

ACNM upholds the practice of midwifery by promoting education, research, and advocacy that advances clinical excellence; advocating for the expansion of a diverse midwifery workforce; and lobbying for equitable legislation, regulation, and institutional policies that establish midwifery as the standard of care for women.

- **Core Values**

Excellence: ACNM values excellence in midwifery education, clinical practice, and research. We are committed to upholding the highest clinical and ethical standards, professional responsibility, accountability, and integrity.

Evidence-Based Care: ACNM evaluates, publishes, and showcases scientific evidence to improve professional practice. We are committed to upholding the most rigorous clinical practice standards in the midwifery profession and applying this knowledge and clinical expertise to help women make the best possible health decisions. We strongly support the use of quality measurement to improve care.

Formal Education: ACNM promotes the certification of midwives based on completion of nationally recognized and accredited midwifery education programs in accordance with the International Confederation of Midwives' global standards for education. We support the interprofessional education of midwives with other health professionals to improve maternity care and women's health services.

Inclusiveness: Through a lens that promotes a culture of inclusion in which diverse identities are respected, sought after, and embraced, ACNM shall carry forward its objectives so that all

constituents may rise to leadership roles and contribute to their fullest potential. This includes, but is not limited to race, ethnicity, culture, class, gender and gender identity, sexual orientation, religion, physical and intellectual ability, learning style, nationality, citizenship, age, mental health, professional background, midwifery certification, and degree.

Woman-Centered Care and Respect for Physiologic Processes: Womankind is the core of our practice. ACNM and its members respect each woman's right to dominion over her own health and care. Within a relationship of respect, compassion, informed consent, and shared decision-making, we approach life events – such as puberty, birth, and menopause – as physiologic transitions that are best supported by education and midwifery expertise. Consequently, we encourage the preservation of normal birth.

Primary Care: ACNM members provide primary and maternity care services to help women of all ages and their newborns attain, regain, and maintain health. We emphasize the advancement of hygiene and education, disease prevention, and informed decision-making.

Partnership: Our members build partnerships with women and their families by providing guidance and counseling in a shared decision-making process. To further integrate midwifery care into the health care system, we partner with other health care advocates through collaboration and referral in order to provide optimal care to as many women as possible.

Advocacy: ACNM represents women's voices and opinions on health care. We campaign on behalf of women and families, our members, and the midwifery profession to eliminate health disparities and increase access to evidence-based, quality care. This includes the promotion of standards for entry to practice and continuing competency; funding for education and reimbursement for services; and increasing the visibility and recognition of the value of midwifery care.

Global Outreach: ACNM promotes the profession of midwifery at a global level. We foster quality and innovation in midwifery education and support the strengthening of the profession worldwide through educating, regulating, and association-building as keys to improving maternal and newborn health.

History and Organizational Objectives

The first Annual Meeting of the American College of Nurse-Midwives was held November 12 and 13, 1955, in Kansas City, Missouri. Hattie Hemschemeyer, director of the Maternity Center Association School of Nurse-Midwifery, was elected the first president of the ACNM. In her first message to members published in the *Bulletin of the American College of Nurse-Midwifery*, she wrote about the driving force and movement of nurse-midwifery in terms equally true today:

“The College must select carefully the work it undertakes and then do well the work it has undertaken. We need to work with dedication and conviction. We are beginning at a time when education has concentrated too heavily on techniques and too little on the human factors involved. It is essential that education relate in a responsible and practical way with the problems and moral issues of our times.

We nurse-midwives are a specialized group and our education, experience, and service have led us to the considered conclusion that in our present society it is neither desirable nor necessary to eliminate specialization. We believe that creative imagination, plus the ability to utilize ideas, is one of the most powerful influences in the world today. The nurse-midwives have not substituted rationalization nor routines for reason; they have not been helpless when it comes to effecting mass movements for the care of human beings where helplessness, faith in reason, responsibility, and the dignity of the individual were concerned. They know the difference between supplying verbal allegiance and action.

We have a pioneer job to do, and if we work as well and as constructively in a group as we have in the past as individuals, we can help to improve professional competence, provide better service and educational programs, and make fuller use of resources. The future looks bright.”

In 1956, both the American College of Nurse-Midwifery and the American Association of Nurse-Midwives were accepted into the International Confederation of Midwives (ICM) upon the recommendation of England and Scotland, as well as the unanimous vote of the executive council of the ICM. In 1969, the American Association of Nurse-Midwives (AANM) merged with the American College of Nurse-Midwifery (ACNM) to form the American College of Nurse-Midwives (ACNM). In October 1972, the American College of Nurse-Midwives hosted the triennial congress of the ICM in Washington, D.C. when Lucille Woodville, then nursing consultant to the Bureau of Indian Health Affairs and past president of the ACNM (1969-1971), was president of the ICM (1969-1972).

The objectives of the American College of Nurse-Midwives, as expressed in the Articles of Incorporation and as amended through May 1997, reflect midwives' concern for quality health care for women and for infants and to the assumption of the "grave responsibilities" alluded to by Hattie Hemschemeyer that the objectives of said corporation shall be:

- To study, develop, and evaluate standards for nurse-midwifery and midwifery education;

- To support and assist in the development of nurse-midwifery and midwifery services/practices;
- To evaluate and accredit nurse-midwifery and midwifery education programs;
- To determine the eligibility of individuals to practice as certified nurse-midwives and certified midwives;
- To facilitate and coordinate the efforts of certified nurse-midwives and certified midwives who in the public interest provide quality services to individuals and childbearing families;
- To establish channels for communication and cooperation with other professional and nonprofessional groups who in the public interest share the objectives of ensuring sufficient quality services to individuals and childbearing families;
- To establish channels for interpretation of midwifery as practiced by CNMs and CMs to allied professional and non-professional groups on a regional, national, and international basis;
- To promote research and the development of literature in the field of midwifery as practiced by CNMs and CMs;
- To speak for all members of the College in relation to issues affecting the professional affairs of certified nurse-midwives and certified midwives;
- To provide professional services to members of the College.
- To promote the College as a leader and major resource in the development and promotion of high-quality health care for women and infants, nationally, and internationally.

ACNM: Operating with Integrity

ACNM is committed to operating with integrity and in compliance with all applicable federal and state laws, regulations and policies. Volunteers participating in ACNM boards, committees, subcommittees, task groups, caucuses, and national and international projects have the responsibility to safeguard ACNM's reputation and integrity by acting with honesty and adhering to the highest standards of moral and ethical values and principles.

Code of Conduct

Everyone who carries out business on behalf of ACNM is expected to understand and practice the ACNM Code of Conduct. The Code provides an overview of the general rules and policies that are consistent with the high standards of business ethics we uphold and emphasizes the value we place on trust and treating all members of our community with respect. That's why we count on every member volunteer to follow our Code, to observe high standards of integrity, and to make decisions that will preserve trust.

[Read the policy.](#)

Anti-Harassment and Anti-Discrimination

In proceedings of the American College of Nurse-Midwives (ACNM), the ACNM strives to maintain professional environments and professional in-person or online interactions where people are treated with dignity, decency, and respect – an environment characterized by mutual trust and the absence of intimidation, oppression, and exploitation. ACNM will not tolerate unlawful discrimination or harassment of any kind. It will not tolerate negative biases and racial stereotypes from any party including staff, volunteers, speakers, guests, members, contractors, military, government, and industry representatives. [Read ACNM's full Anti-Harassment and Anti-Discrimination Statement.](#)

Racism and Racial Bias

The American College of Nurse-Midwives (ACNM) is committed to eliminating racism and racial bias in the midwifery profession and race-based disparities in reproductive health care. It aims to increase the racial and ethnic diversity within the profession with the aim that ACNM members will reflect the racial diversity of the populations they serve. [Read the ACNM statement on racism and racial bias.](#)

Antitrust Compliance

Antitrust and competition laws seek to prevent the benefits of a competitive market from being undermined by anticompetitive practices. ACNM is committed to complying with all relevant antitrust and competition laws.

Conflict of Interest

The purpose of the conflict of interest policy is to protect the interests of ACNM when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a volunteer or employee of ACNM or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. [Read the College's Conflict of Interest policy.](#)

ACNM BIAS Incident Response Team

ACNM is committed to conducting a meeting that is free of bias. The College's Bias Incident Response Transparency and Healing (BIRTH) team ensures meetings of the College are free of bias. Attendees who experience or witness bias in any form at the ACNM Annual Meeting, can report this to the Bias Incident Response, Transparency and Healing Team (BIRTHTeam). The report is confidential, and the attendee can choose to remain anonymous. The team offers support, resources and arbitration, as well as coordinate community healing, educational outreach and make recommendations for organizational changes. The team may be reached at BIRTHTeam.ACNM@gmail.com.

Meetings and Conferences

ACNM holds two major meetings each year that provide midwives with comprehensive education and networking

ACNM Annual Meeting & Exhibition

The annual meeting held in the May-June timeframe is the premier gathering of midwives, students, and other women's health care providers to enhance professional clinical skills, learn the latest evidence-based research, share knowledge and experiences, and celebrate the work midwives are doing to advance maternal health. [Read about the Annual Meeting.](#)

Midwifery Works

Midwifery Works is a major professional development conference designed by the Midwifery Business Network to help midwives acquire and enhance their management skills. The specialized conference, held annually each fall, also enhances attendees' abilities to coach your team, grow your practice, and increase results. [Read the about Midwifery Works conference.](#)

ACNM Strategic Plan (2015-2020)

From 2015-2020, ACNM will organize its work into 5 strategic domains that reflect the College's vision and mission and the community's passion to advance the care of women and their families through the practice of midwifery.

- **Domain 1:** Supporting our members
- **Domain 2:** Supporting our affiliates
- **Domain 3:** National advancement of midwifery and women's health
- **Domain 4:** Global engagement
- **Domain 5:** Organizational capacity

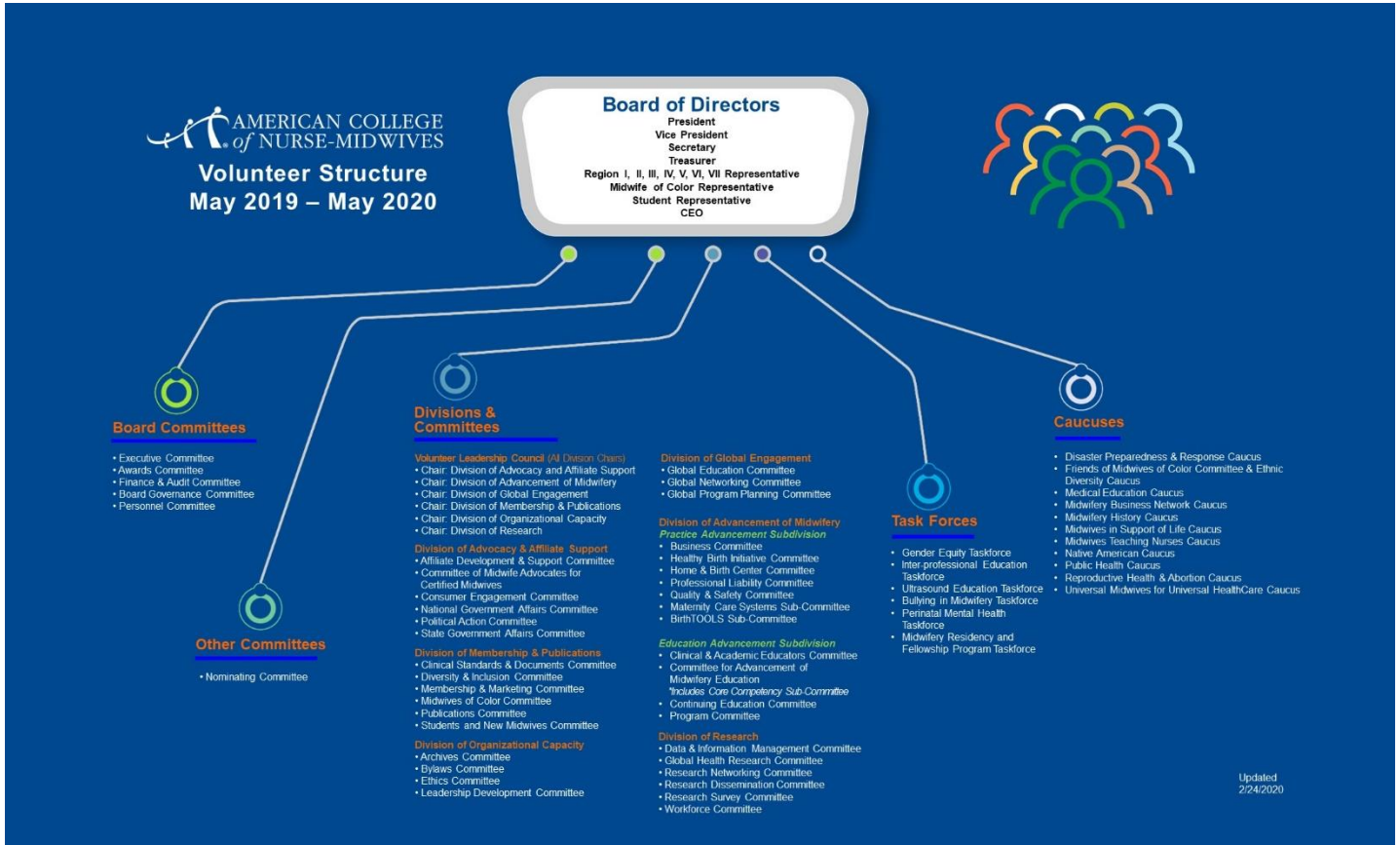
Our programs and strategies across all domains will emphasize 5 core commitments:

- **Diversification and Inclusion**
embrace diversity and inclusion in profession and organization at every level
- **Leadership Development**
enhance midwifery leadership in ACNM, the United States, and globally; create greater transparency
- **Research**
strengthen midwifery research to support evidence-based care practices and educational approaches
- **Interprofessionalism**
promote healthy interprofessional cultures; strengthen partnerships with physicians, nurses, and other midwives to promote physiologic birth and other evidence-based, woman- and family-centered care
- **Communications**
improve communications within ACNM, with other health professions, and with women and families



ACNM Governance and Volunteer Structure Model (2019-2020)

The volunteer structure was updated in 2018 to better align with the College’s strategic objectives as well as to enhance member volunteer effectiveness, participation, and satisfaction.



2. THE BOARD AND BOARD COMMITTEES

2.1 Board of Directors

❖ **President**

- possesses the authority, power, and responsibility of the corporate office as presiding officer of the Board of Directors, consistent with the Bylaws, Articles of Incorporation, and adopted policies
- conducts Board and Executive Committee meetings
- appoints chairpersons and other representatives
- represents the organization at multiple meetings
- works closely with the Chief Executive Officer to ensure the presence of a strong national office
- speaks on behalf of the organization during education sessions, testimony, editorials, and other programs

❖ **President-Elect**

- assists and advises the President and performs other duties as requested or directed
- serves as Acting President in the absence or disability of the President
- succeeds to the office of President after one year as President-Elect and succeeds to the office of President should the presidency become vacant during an unfinished term

❖ **Vice President**

- substitutes for the President as needed
- communicates Board charges to divisions and committees
- serves on the Executive Committee and as a liaison to selected groups

❖ **Secretary**

- oversees the taking and distribution of the minutes for every official meeting of the Board
- supervises and maintains all corporate documents; performs other duties common to office of Secretary or as assigned by the President and Board
- serves on the Executive Committee and serves as a liaison to selected groups

❖ **Treasurer**

- acts as Custodian of funds of the College; supervises maintenance of accurate corporate books
- conducts the Finance and Audit Committee meetings
- performs all duties common to the office of Treasurer, as well as duties delegated by the Board or President – including but not limited to ACNM’s fiscal and financial priorities
- works closely with ACNM staff and Board to support development of the ACNM budget guidelines for investment and the annual audit; presents itemized financial report at each Board meeting and Annual Meeting
- serves on the Executive Committee

❖ **Regional Representatives I, II, III, IV, V, VI, and VII**

| I | II | III | IV | V | VI | VII |
|--|---|--|---|--|--|---|
| <ul style="list-style-type: none"> • Connecticut • Maine • Massachusetts • New Hampshire • New York • Rhode Island • Vermont • Puerto Rico | <ul style="list-style-type: none"> • Delaware • Washington, DC. • Maryland • New Jersey • Pennsylvania • Virginia • West Virginia • International addresses | <ul style="list-style-type: none"> • Alabama • Florida • Georgia • Louisiana • Mississippi • North Carolina • South Carolina • Tennessee | <ul style="list-style-type: none"> • Arkansas • Illinois • Indiana • Kentucky • Michigan • Missouri • Ohio | <ul style="list-style-type: none"> • Iowa • Kansas • Minnesota • Nebraska • North Dakota • Oklahoma • South Dakota • Wisconsin | <ul style="list-style-type: none"> • Arizona • Colorado • Indian Health Services • Montana • New Mexico • Texas • Utah • Wyoming | <ul style="list-style-type: none"> • Alaska • California • Hawaii • Idaho • Nevada • Oregon • Washington Uniformed Services • Samoa • Guam |

- maintain regular contact with their local members to assess their needs and to consider the good of the organization in all of their votes; report quarterly to ACNM Board
- serve as liaisons to ACNM Divisions, Committees, and collegial organizations
- conduct a regional meeting during the ACNM Annual Meeting and may attend/organize other meetings throughout their region
- present the Exemplary Affiliate Award, coordinate the "With Women, for a Lifetime," and "Midwifing Midwives for a Lifetime " commendations
- contribute to *Quickening*

❖ **Midwives of Color Committee Representative**

- promotes and increases equity for midwives and students of color in ACNM
- supports the profession of midwifery to reduce disparities in maternal child health
- identifies, represents, and communicates issues and concerns affecting midwives and students of color to the Board

❖ **Student Representative**

- speaks on behalf of midwifery students who work with the ACNM New Midwives and Students Committee

❖ **Chief Executive Officer**

- advances the strategic direction of the College and oversees the organization's fiscal health
- serves as the primary liaison to the Board of Directors
- builds and leads high-performing teams aligned with the mission and ACNM strategic goals to achieve desired organizational results

[2.2 Board Committees](#)

❖ **Executive Committee**

- Comprises the President, Vice-President, Secretary, Treasurer, President-Elect, and one other voting member of the Board
 - performs duties delegated by the Board and may act on behalf of the Board between meetings, as consistent with the Bylaws
- ❖ **Awards Committee**
 - coordinates and oversees the management of the ACNM awards
 - responds to charges from the Board meetings, as specified in the Charge Book
- ❖ **Finance and Audit Committee**
 - carries out financial oversight for the College
 - recommends policy and guidelines concerning financial matters to the Board
- ❖ **Board Governance Committee**
 - assists the Board in overseeing the College’s governance structure, policies, and procedures
 - reviews the overall governance of the College and recommends improvements when necessary to the Board
- ❖ **Personnel Committee**
 - advises the Board on matters pertaining to personnel, administration, staffing, and benefits

3. THE NOMINATING COMMITTEE

3.1 Nominating Committee

- ❖ **Nominating Committee**
 - comprises of six members
 - facilitates identification and evaluation of eligible college members to fill vacancies on ACNM Board

4. COUNCILS

4.1 Council of Fellows

- ❖ **Council of Fellows**
 - comprises of ACNM members who have been granted the Fellow of ACNM (FACNM) designation and is a component of the Board
 - serves as a general resource to ACNM and the profession of midwifery in a consultative and advisory capacity

- reflects the commitment of the ACNM to honor the breadth of expertise and collective wisdom among midwives represented within the Board of Fellows

4.2 Volunteer Leadership Council

❖ **Volunteer Leadership Council**

- provides a forum for communication and coordination among ACNM Divisions to promote transparency and synergy within the volunteer structure and to facilitate coordination with the Board and the national office
- comprises chairs of the ACNM Divisions and a representative from the Nominating Committee, and is chaired by the Vice President

5. DIVISIONS AND COMMITTEES

5.1 Division of Advocacy and Affiliate Support – DAAS

- ❖ **Division of Advocacy and Affiliate Support** enables a legislative and public policy environment that supports the unencumbered practice of midwifery by CNMs and CMs to the full extent of their education, training, and experience; increases consumer awareness, understanding, and use of midwifery and midwives; and strengthens and supports ACNM’s state affiliates.

➤ **Affiliate Development and Support Committee (ADS)**

- directly develops and provides ACNM state Affiliate leaders with the resources (via access to current and pertinent materials: toolkits, training, mentoring, websites, etc.) needed to create and manage dynamic, thriving Affiliates
- assists Affiliate leaders in effectively governing and managing State Affiliates
- increases diversity within the membership and leadership of Affiliates
- increases general Affiliate member numbers, engagement, and satisfaction
- strengthens statewide communications, supporting structures, and networking
- maintains open and dynamic linkages with regional and national structures; facilitates student engagement at the Affiliate level
- provides professional development opportunities for members; plans and implements the Affiliate Workshop at the Annual Meeting
- coordinates within the DAAS to ensure advocacy and consumer engagement agendas are implemented at the Affiliate level

➤ **Committee of Midwife Advocates for Certified Midwives (C-MAC)**

- supports full and equitable national and state recognition of the CM, state licensure of CMs with unencumbered practice to the full extent of their education, training, experience, and ACNM membership; advocates for state legislation directed towards licensure and full practice authority for CMs

- educates the membership about CMs; increases midwifery student population by promoting multiple pathways to midwifery education
- lobbies for the CM role in federal and state initiatives related to provision of midwifery care; develops advocacy strategies during Annual Meeting
- coordinates activities within the DAAS and with the federal lobbyist and ACNM Director of Government Affairs

➤ **Consumer Engagement Committee (CEC)**

- provides recommendations and expertise to the ACNM Board, affiliate leadership, and members related to increasing consumer engagement in midwifery
- identifies consumers as they relate to the profession of midwifery
- determines barriers restricting access to midwifery care and develops strategies to overcome these barriers to improve the health and well-being of women and their families
- educates targeted organizations that engage adolescent women and women beyond childbearing years about the benefits of midwifery care
- develops and establishes strategies that will enhance the engagement of consumers in services offering the midwifery model of care

➤ **National Government Affairs Committee (NGAC)**

- identifies and prioritizes legislative, advocacy, and public policy issues and opportunities that relate to midwifery and maternal health at the national level and supports identification and implementation of ACNM's advocacy agenda
- serves as a forum for policy coordination among the Divisions as well as mobilization of grassroots efforts by ACNM's membership, ensuring that the College's direct federal political action is both enthusiastic and effective
- recruits and supports state legislative contacts to mobilize affiliate leadership that will effectively support the national advocacy agenda; initiates and coordinates federal grassroots efforts
- targets specific legislators through their constituents in the states
- coordinates activities within the DAAS and with federal lobbyists and the ACNM Director of Government Affairs
- supports planning and implementation of advocacy activities at the Annual Meeting

➤ **Political Action Committee (PAC)**

- provides financial support of ACNM's federal advocacy and legislative agenda
- conducts fundraising activities within ACNM; oversees distribution of PAC funds to federal legislative campaigns
- educates members about the political process; coordinates activities within the DAAS, and with the ACNM federal lobbyists and the ACNM Director of Government Affairs
- supports planning and implementation of advocacy activities at the Annual Meeting

- **State Government Affairs Committee (SGAC)**
 - supports state affiliates to conduct state legislative and advocacy work
 - develops relationships with state affiliate and legislative leaders
 - coordinates activities within the DAAS and with the ACNM Director of Government Affairs
 - supports planning and implementation of advocacy activities at the Annual Meeting

5.2 Division of Membership and Publications –DMP

❖ **Division of Membership and Publications** provides overall direction and facilitates the ACNM Membership and Publications functions by working with the chairs and members of the following committees: Clinical Standards and Documents, Diversity and Inclusion, Membership and Marketing, Midwives of Color, Publications, and Students and New Midwives.

- **Clinical Standards and Documents Committee (CSDC)**
 - develops clinical practice standards and documents; conducts regular review and revision of clinical practice standards and documents
 - identifies and collaborates with other organizations that provide women’s health and primary care
- **Diversity and Inclusion Committee (D&I)**
 - establishes and coordinates the functioning of Bias Incident Transparency and Healing (BIRTH) Team, an on-call D&I volunteer team offering rapid response to bias incidents in real time during ACNM Annual Meetings
 - assists ACNM in developed policy pertaining to D&I issues
 - facilitates communication [shared language], data collection, and analysis concerning D&I issues within ACNM
- **Membership and Marketing Committee (M&M)**
 - seeks opportunities to enhance the overall member experience
 - establishes membership priorities and set goals for membership expansion
 - collaborates with other committees when input is needed about membership, membership recruitment and retention, and in marketing the value of membership to midwives
- **Midwives of Color Committee (MOCC)**
 - recruits, retains, and supports the advancement of persons of diverse ethnic/cultural backgrounds to the profession of midwifery
 - provides educational information to the ACNM membership that promotes respect for cultural variations

- acts as a resource to ACNM leadership to promote and increase equity for midwives and students of color in ACNM
 - aims to reduce inequities and disparities in maternal child health through the midwifery profession
- **Publications Committee (PC)**
- identifies content gaps or topics worthy of publishing, evaluates and prioritizes proposed projects, and helps maintain an annual publishing schedule
 - monitors the publishing environment, stays abreast of industry publications, and dialogues with fellow members to generate recommendations on topics for ACNM publications
 - reviews annual sales reports to make recommendations on the retirement and revision of publications
 - makes recommendations for streamlining publications' operations and marketing and enhancing the value of ACNM publications to members
- **Students and New Midwives Committee (SANMC)**
- eases the transition from student to new midwife during the first five (5) years of practice via online/virtual support, publications, mentorship program, liaisons to educational programs, and in-person events at the Annual Meeting

5.3 Division of Organizational Capacity – DOC

- ❖ **Division of Organizational Capacity** promotes the recognition of ACNM's role as a leader in women's health, reproductive health, and midwifery and ensures ACNM has the resources necessary to support a high functioning organization. The Division also provides internal resources to the ACNM volunteer structure to ensure volunteers can carry out ACNM strategic goals and initiatives.

- **Archives Committee (AC)**
- coordinates between the Board and the National Library of Medicine in the maintenance of the College's archives
 - organizes the recording of the midwifery profession's historical narrative including the oral histories of ACNM members
 - maintains a list of midwifery history sources; works with the affiliates to help preserve midwifery history at the local level
- **Bylaws Committee (BC)**
- reviews and makes recommendations to proposed changes to ACNM and ACNM affiliate Bylaws and to Standing Rules of Procedure (SROPs) within the volunteer structure

- **Ethics Committee (EC)**
 - upholds ACNM’s responsiveness to the ethical dimensions of the midwifery profession
- **Leadership Development Committee (LDC)**
 - provides expertise and advice to the College as it relates to the development of volunteer leaders
 - develops and executes orientation plans for new volunteer leaders
 - aims to maintain a diverse and inclusive leadership team comprised of representatives of differing ethnic, cultural, and gender backgrounds

5.4 Division of Global Engagement – DGE

- ❖ **Division of Global Engagement** promotes the interests and expertise of ACNM members across the world. The Division actively promotes the understanding of the reciprocal benefits of working with diverse communities on a global level through the exchange of information and by increasing knowledge about midwifery. The ACNM DGE comprises of active and involved ACNM member volunteers who, as global citizens, encourage the diffusion of midwifery expertise to improve both midwifery workforce capacity and the quality of health care systems for women and their families worldwide.

In partnership with ACNM, the DGE also offers venues for sharing global health and midwifery information, and extensive research used to expand the number of ACNM members participating in global projects. DGE is active in the intercontinental exchange of information and provides the necessary support to international midwives who wish to attend the Annual Meeting. DGE further maintains effective and up-to-date communications to engage, educate, and connect ACNM members interested in global midwifery through networking, research, education, communication, and guidance on global health competencies.

- **Global Education Committee (GEC)**
 - aids in enabling personalized learning for ACNM members interested in global health professions
 - shares educational resources with groups or organizations working in global health
 - works to improve outcomes for women and their families through midwives who appreciate the value of a culturally respectful practice
- **Global Networking Committee (GNC)**
 - facilitates communication among ACNM members to establish individual, group, and organizational connections that foster their personal development in global and refugee health

➤ **Global Program Planning Committee (GPPC)**

- offers opportunities for members to participate in Annual Meeting events that contribute to their personal development in global and refugee health
- generates interest in ACNM membership as a valuable resource in global midwifery

5.5 Division of Advancement of Midwifery – DAM

- ❖ **Practice Advancement Subdivision** strengthens the profession of midwifery in the United States by assisting midwives in establishing Boards of Midwifery, supporting midwifery as a distinct profession embracing diverse backgrounds, and encouraging more individuals to attain CNM/CM credentials

➤ **Business Committee (BC)**

- provides expertise and advice to ACNM on business issues that impact midwifery
- supplies expertise and representation on the Midwifery Works Planning Committee as well as the Annual Meeting's business track
- monitors and responds to business related inquiries posted by members on ACNM Connect
- reviews and revises the Getting Paid manual as needed
- identifies potential business experts to serve as advisors on behalf of ACNM

➤ **Healthy Birth Initiative Committee (HBI)**

- offers information and tools to clinicians and other health care related stakeholders to minimize risks of a healthy birth and to avoid unnecessary procedures that may interfere with a mother's rights

➤ **Home and Birth Center Committee (HBCC)**

- identifies, develops, and updates the ACNM educational and professional resources (Evidence-based Practice (EBP) guidelines, handbook, sample documents, literature, suggested curricula, and data collection tools) specific to home birth and birth center standards and practice
- monitors national and state issues and social trends related to Home and Birth Center standards
- represents ACNM among other home birth and birth center midwifery organizations
- supports ACNM staff in providing consultations and referrals and/or resources to CNMs/CMs
- provides a professional forum, consulting, mentoring and referral service

➤ **Professional Liability Committee (PLC)**

- monitors matters related to midwifery liability, malpractice insurance, and litigation
- conducts the National Midwives and Liability Survey every 5 years

- contributes liability related education and resources to membership
- **Quality and Safety Committee (QSC)**
 - works to advance, support, and showcase the high-quality midwifery care practiced by ACNM members
 - collaborates with ACNM to facilitate ACNM representation or input on interprofessional committees and task forces that aim to improve the quality and safety of maternal, neonatal, and women’s health care
 - oversees the Benchmarking Project, an annual submission of selected metrics to showcase midwifery processes
 - **Education Advancement Subdivision** establishes and updates educational resources to properly train nurse-midwives and midwives, determining the activities that classify competency in midwifery and developing criteria that allow an individual to demonstrate such competency. The Subdivision furthermore delineates and implements the process for practicing nurse-midwives to remain up-to-date in skills and information.

This Subdivision comprises the following committees: Clinical and Academic Educators, Advancement of Midwifery Education, Core Competency Task Force, Continuing Education, and Program.

- **Clinical and Academic Educators Committee (CAEC)**
 - supports professional development, encourages innovation, and stimulates networking among midwifery educators, medical students, residents, and nursing and midwifery students
- **Committee for Advancement of Midwifery Education (CAME)**
 - aims to strengthen the education of current, new, and student midwives to increase the number of practicing midwives in the United States
 - supports the work of the Core Competency Subcommittee
- **Continuing Education Committee (CEC)**
 - reviews all program applications to ACNM for Continuing Education (CE), including the ACNM Annual Meeting, Midwifery Works, and Journal for Midwifery and Women’s Health
- **Program Committee (PC)**
 - plans, coordinates, and evaluates the educational content of the ACNM Annual Meeting
 - conducts the Annual Business Meeting, which involves the collaborative efforts of the Board, ACNM staff, contracted meeting partners, committee members, and vendors

- ❖ **Division of Research** advances the profession of midwifery by promoting the development, dissemination, and implementation of research. DOR coordinates research activities within ACNM, as well as with other national and international midwifery research organizations.

The DOR aspires to indoctrinate a continuously evolving midwifery research agenda that reflects pertinent and contemporary strategic priorities. DOR members conduct research that addresses the direct needs of the profession and also encourages, facilitates, and coordinates the research of others.

The Division further nurtures the research interests and abilities of ACNM members, fostering communication among midwifery researchers, clinicians, the media, policymakers, health planners, and funders. The DOR advises the ACNM about research issues including membership surveys, research priorities, and evaluation of research proposals that require ACNM endorsement or support.

➤ **Data and Information Management Committee (DIMC)**

- encourages the systematic collection of data for midwifery practice and education; assists with the ACNM membership data collection
- continues the development and refinement of data collection about midwifery practice and education, including the use of minimum data sets
- supports the use of technology in the collection of midwifery data by members
- encourages the development of Practice Based Research Networks (PBRN).
- serves as advisors to the Membership Survey (annually and as needed)

➤ **Global Health Research Committee (GRC)**

- communicates relevant information of the DGE to the DOR
- solicits and reviews global health abstracts for the ACNM Annual Meeting
- coordinates review and selection of Global Health Research Award recipients in coordination with DOR

➤ **Research Networking Committee (RNC)**

- maintains the DOR membership and leadership roster
- plans and facilitates networking opportunities for researchers and ACNM members interested in research

➤ **Research Dissemination Committee (RDC)**

- promotes the maintenance of a research culture within the ACNM
- coordinates Division of Research activities at the Annual Meeting, including abstract review and judging
- supports specific activities to assist members to use research and evidence-based care in clinical practice

- serves as liaison for the Program Committee; promotes and facilitates research presentations and posters at the ACNM Annual Meeting
- **Research Survey Committee (RSC)**
 - reviews all requests from researchers and marketers who wish to use ACNM members as participants in their research
- **Workforce Committee (WC)**
 - Fosters data collection and supports state and national policy dialogue on the CNM/CM workforce

6. TASK FORCES AND CAUCUSES

6.1 Task Forces

- ❖ **Task Forces** are ACNM member groups established to accomplish very specific and defined activities or projects under the auspices of a specific committee. These groups generally report directly to their respective overseeing committee.
- **Gender Equity Task Force**
 - investigates simulation, didactic material, clinical experiences, and areas for curricular sharing that can be incorporated into student midwives' and obstetrical residents' educations
- **Interprofessional Education Task Force**
 - develops instructional, simulative, and clinical opportunities for midwifery students and obstetrics-gynecology residents to work together as learners in joint ACNM and ACOG partnerships
- **Ultrasound Education Task Force**
 - develops didactic and clinical ultrasound education opportunities for midwives
 - facilitates coordination between the Board and membership from national organizations that include midwifery providers with the distinct scope of ultrasound use for midwifery practice, for the purpose of developing standards of practice

- **Perinatal Mental Health Task Force**
 - addresses issues related to perinatal mental health that can negatively impact childbearing women and their families
- **Bullying in Midwifery Task Force**
 - addresses issues and develops solutions related to bullying in ACNM and the Midwifery industry as a whole

6.2 Caucuses

Caucuses aim to provide fellowship, support, and networking opportunities on topics related to the practice of midwifery.

- **Disaster Preparedness and Response Caucus**
 - supports ACNM members' desire to participate in disaster preparedness and response activities by assuring professionalism, coordination, and accountability
- **Friends of Midwives of Color Committee and Ethnic Diversity Caucus**
 - promotes and increases ethnic diversity among midwives
 - assists the Midwives of Color Committee
- **Medical Education Caucus**
 - promotes the role of midwives in the field through medical education that encourages normal pregnancy and birth in a woman-centered philosophy.
- **Midwifery Business Network Caucus**
 - examines the business needs of the ACNM membership
- **Midwifery History Caucus**
 - maintains and preserves historically significant material for reference by ACNM members, midwifery students, as well as individual researchers approved by the Board
- **Midwives in Support of Life Caucus**
 - serves as a forum to exchange information on delivering better access to care for mothers and their newborns while also providing resources to promote how midwife-led care reduces or eliminates the need for interventions, decreases infant mortality rates, and lowers rates of cesarean birth
- **Midwives Teaching Nurses Caucus**
 - shares best practices, recommended texts, and other teaching tips for midwives who instruct undergraduate nurses

- presents at the Annual Meeting, highlighting the importance of the professional role of midwives
- **Midwives Teaching Midwives Caucus**
 - acts as a venue where midwifery educators share information, learn from each other, and participate in problem-solving and professional growth activities
- **Native American Caucus**
 - serves as a resource for members interested in the work of midwives in Indian Country or Alaska, or in the health and well-being of Native American women and mothers
- **Public Health Caucus**
 - serves as a forum for midwives with public health backgrounds or relevant interests to connect, exchange ideas, affect policy, and promote the education of the general membership on issues including interpersonal violence, STD screening/treatment, care of the HIV-infected woman, and other diverse public health topics
- **Reproductive Health and Abortion Caucus**
 - aims to advocate on individuals' complete autonomy over their reproductive health and the vital role access to comprehensive reproductive and sexual health plays in reducing health and economic disparities
 - serves as a resource to support ACNM midwife members in advocating to keep abortion access unconditionally safe and legal
- **Midwives for Universal Health Care Caucus**
 - promotes through education, advocacy, and community engagement, the need for high-quality universal health care that results in improved health outcomes and where midwifery is integral to the care of women

7. VOLUNTEER QUALIFICATIONS

7.1 Qualifications for ACNM Volunteer Roles

- ❖ **The following qualifications are required to serve as an ACNM volunteer:**
 - ensure individual is an ACNM member in good standing
 - adhere to ACNM policies, including but not limited to confidentiality, conflict of interest disclosure, intellectual property, leadership guidelines of ethical conduct, and anti-racism and anti-harassment policies
 - execute the work of the Board/Division/Committee/Task Force/Caucus/or other assigned group by convening and participating in meetings and maintaining an adequate number of members
 - maintain minutes and member lists in accordance with archival guidelines

- ability to submit timely agenda items and quarterly and annual reports to the Board
- remain in contact with ACNM leadership, the Board liaison and/or the Vice President when addressing charges from the Board and when preparing agenda items for the Board
- coordinate activities with the appropriate staff at the national office
- submit budget requests on time and adhere to the budget as approved by the Board
- orient incoming members
- demonstrate knowledge of, and support for, ACNM positions and programs when serving as a representative of the organization
- speak on behalf of the group represented (when applicable) during ACNM meetings and to vote in a manner that reflects conscience and the collective good of the organization and mission
- disclose any potential conflict of interests prior to participating in ACNM meeting discussions and actions
- offer to resign if unable to fulfill obligations of the volunteer role

8. VOLUNTEER RESPONSIBILITIES AND TERMS OF APPOINTMENT

8.1 Board of Directors

Responsibilities

All members of the ACNM Board of Directors shall act as fiduciaries who lead the organization towards a sustainable and successful future. Individuals who sit on the Board are responsible for overseeing ACNM's activities, discussing and voting on ACNM's affairs, and attending the Annual Meetings.

The Board's general duties include – but are not limited to – decision-making on behalf of ACNM stakeholders, ascertaining ACNM's financial solvency, maintaining moral and legal practice within ACNM, and ethically furthering ACNM's core values and mission.

The Board is referred to as fiduciaries because they are legally responsible for managing the College's assets to responsibly protect the organization's reputation. Under duty of care, the Board must give care and concern to their board responsibilities, actively participate in board meetings and on committees and actively work with other stakeholders to advance ACNM's mission and goals. The Board fulfills their responsibilities by overseeing and monitoring ACNM's activities and understanding financial reports. The Board is also responsible for strategic planning and achieving ACNM's short- and long-term goals. Under duty of loyalty, the board places the interests of ACNM ahead of their own interests at all times. The Board reviews and addresses implications of the organization's decisions and policies – past, present and future, and makes thoughtful

decisions about the membership and the organization through advice and guidance from sources who can help them understand the issues they face. Through duty of obedience, the board ensures ACNM is abiding by all applicable laws and regulations and does not engage in illegal or unauthorized activities. The board must carry out ACNM's mission in accordance with its purpose.

The Board uses a consensus model of decision making whenever possible. When consensus is not possible, a simple majority will carry a decision. Board decisions may be revisited at any time based on new information or concerns from the membership.

Terms of Appointment

All voting members of the Board shall be elected to serve a term of three (3) years.

NOTE: The term of the President-Elect is three (3) years; one (1) year as President-Elect and two (2) years as President.

Each member shall serve until a successor is elected and assumes office.

- Each of the Regions is expected to elect a Regional Representative, who shall adhere to all terms concerning members of the Board.
- Members of the Board shall take office at the Board meeting following the Annual Business Meeting at which their election is declared.
- No voting member of the Board shall be eligible to serve more than two (2) consecutive terms, or seven (7) consecutive years, whichever is the longer duration. After two (2) consecutive terms, each Board member, except the President, is eligible again for service on the Board after one (1) year has elapsed from the end of service. The President is limited to one three-year (3) term at a time, one (1) year as President-Elect, and two (2) years as President. After three (3) years have lapsed from the end of service, a former President is eligible to serve as President-Elect/President once again for one additional term.
- The terms of the voting members of the Board shall be staggered to ensure that approximately one-third of the positions expire each year.

8.2 Board Committee

Responsibilities

Board Committees carry out the purpose of each respective committee, consistent with the Bylaws, ACNM policy, and the Board's direction. Each committee's activities are specifically enumerated and authorized by the Board.

Terms of Appointment

- Board Committees are created, established, dissolved, or modified by the Board of Directors.

- Each Board Committee must consist of:
 - two or more Directors
 - one Chair, who must be a member of the Board
 - members, whom are elected by the Board
- Chairs are appointed by the ACNM President and Board of Directors for a term of three (3) years. If he/she has not already served two terms as a member of the Committee (nine years consecutive voting membership), then he/she may be reappointed for a second three (3) year term.
- Immediate Past Chairperson – if possible – shall serve for a minimum of one (1) year and a maximum of three (3) years as a non-voting consultant to the Committee Chair.
- Members are appointed by the Chair for a term of three (3) years and may be reappointed for a second term of three (3) years.

8.3 Nominating Committee

Responsibilities

The Nominating Committee oversees the nomination and election process for members of the Board and Nominating Committee. The Committee ensures appropriate procedures are in place for the selection and presentation of qualified nominees to the membership.

Terms of Appointment

- Chairperson must be a member who has served at least one (1) year
- Members serve a three (3) year term for a total of two (2) consecutive terms
- Two (2) Committee members are elected each year
- Current Nominating Committee members are not eligible for any open Board position

8.4 Council

Council of Fellows

Responsibilities

Membership is an honor bestowed upon midwives who have demonstrated leadership, clinical excellence, outstanding scholarship, and professional achievement and have merited special recognition both within and outside of the midwifery profession. A designation conferred for life, Fellows of the American College of Nurse-Midwives (FACNM) membership is restricted to Distinguished Fellows and Fellows-at-Large. The Council also shares information, networks, and acts as a resource for FACNM members and other interested ACNM members.

Terms of Appointment

- FACNM Council governance structure includes a Board of Governors (BOG) elected by the Council. The Board of Governors includes:

- Officers: Chair, Chair-elect, Vice Chair, Secretary, Treasurer
- Regional Governors, representative from each ACNM Region
- Two Governor's At-Large elected from the Council Membership
- Board of Governors (BOG) members will serve for a term of three (3) years and may be reelected to a second term for a maximum of six (6) years of continual service
- Previous BOG members will be able to run for a new position on the BOG following at least one (1) year of non-service on the Board
- In the event a BOG member is unable to complete a full term, the Chair, in consultation with the BOG, will appoint a member from the Council to fill that vacancy for the remainder of the term

Volunteer Leadership Council

Responsibilities

The Volunteer Leadership Council (VLC) represents ACNM, at the request of the President, when communicating and coordinating between external agencies and organizations. Members of the Council perform duties in order to oversee Division activities and productivity, including – but not limited to – establishing Standard Rules of Procedure for the VLC, preparing quarterly reports to the ACNM Board, ensuring that the Volunteer Structure website is up-to-date, and responding to ACNM constituents' inquiries.

Terms of Appointment

- The Vice President of the Board of Directors chairs the VLC for the duration of his/her term
- Division Chairs serve on the Council for the duration of term in office

8.5 Division Chair

Responsibilities

The Division Chair oversees Division activities and productivity, including – but not limited to – insuring that the Division web page remains up-to-date, responding to ACNM constituents' inquiries in a timely manner, and establishing Standard Rules of Procedure for the Division.

As a member of the Volunteer Leadership Council (VLC), the Division Chair also must adhere to the goals and assignments stated above for the VLC.

Terms of Appointment

- Division Chair is appointed by the ACNM President and Board for a term of three (3) years. The individual may be reappointed for a second three-year (3) term, if he/she has not already served two (2) terms as a member of the Division Board (nine (9) years consecutive voting membership). Following completion of their appointed term(s), the Chair may not hold a voting position on the Division for a period of three (3) years.
- Immediate Past Chairperson – whenever possible, shall serve one (1) year.

8.6 Committee Chair

Responsibilities

The Committee Chair carries out the responsibilities delegated by the Division Chair. Required tasks and duties include – but are not limited to – preparing quarterly reports to the Division Chair; serving as, or appointing, an archivist for documentation of committee work; developing annual goals for Committees and Subcommittees; providing succession planning for Committees; and responding to ACNM constituents' inquiries in a timely manner.

Terms of Appointment

- Committee and Subcommittee Chairs are appointed by the Division Chair
- Terms are served during a period of three (3) years and Committee/Subcommittee Chairs may be reappointed for a second term of three (3) years. Unless the member becomes Chair of the Division, they must wait three (3) years before being reappointed.

8.7 Committee Member

Responsibilities

Committee members fulfill the tasks afforded to them by their respective committees' purposes. Most Committee members must be active members of ACNM. Student or Associate members can be included as Subcommittee members.

Each Division, in conjunction with their Board of Directors liaison, develops their own responsibilities that reflect the strategic priorities of the College.

Terms of Appointment

- Members serve a three (3) year term and may be reappointed for one additional term (total of two (2) consecutive terms)

9. KEY VOLUNTEER POLICIES

9.1 ACNM Policies

ACNM is committed to operating with integrity using the highest standards of ethical business conduct. The following policies align with the work the College performs on behalf of the women and families the midwifery community serves. Details on each policy are available on the ACNM website and can be accessed using the link provided. ACNM requires all volunteer leadership to familiarize themselves with the policies and to sign the Leadership Guidelines of Ethical Conduct and the Policy Acknowledgement Form annually to comply with IRS requirements.

- [Anti-Discrimination and Harassment Policy](#)
- [Authorized Spokesperson Policy](#)
- [Bullying and Incivility in Midwifery](#)
- [Conflict of Interest and Disclosure Policy](#)
- [Code of Conduct](#)
- [Copyright and Intellectual Property Policy](#)
- [Document Retention Policy](#)
- [Gift Acceptance Policy](#)
- [Leadership Guidelines of Ethical Conduct](#)
- [Racism and Racial Bias Position Statement](#)
- [Volunteer Agreement](#)
- [Whistleblower Protection Policy](#)

10. RELATED AND AFFILIATED ORGANIZATIONS AND GROUPS

Accreditation Commission for Midwifery Education (ACME)

ACME advances excellence in midwifery education through the accreditation of nurse-midwifery and midwifery education programs. ACME is administratively and financially autonomous from the American College of Nurse-Midwives. Learn more: <http://www.midwife.org/acme>

American Midwifery Certification Board (AMCB)

AMCB is the national certifying body for Certified Nurse-Midwives (CNMs) and Certified Midwives (CMs). Learn more: <https://www.amcbmidwife.org/>

A.C.N.M. Foundation

A.C.N.M. is the philanthropic arm of the American College of Nurse-Midwives (ACNM). The Foundation promotes excellence in health care for women, newborns, and families worldwide by collaborating closely with the ACNM and supporting the College's midwifery education, research, practice, and leadership activities that advance the practice of midwifery. Learn more: <http://www.midwife.org/ACNM-Foundation>

Directors of Midwifery Education (DOME)

DOME advances midwifery education through a national network of ACME accredited midwifery education program directors that provides a forum for information exchange, peer support, mentorship, and advisement on issues, policies, and trends pertinent to midwifery education. Learn more: <http://www.midwife.org/DOME>

Fellowship of ACNM (FACNM)

The Fellowship in the American College of Nurse-Midwives (FACNM) is an honor bestowed upon those midwives whose demonstrated leadership within ACNM, clinical excellence, outstanding scholarship, and professional achievement have merited special recognition both within and outside of the midwifery profession. The Fellows serve the ACNM in a consultative and advisory capacity. Learn more: <http://www.midwife.org/ACNM-Fellowship>

United States Midwifery Education, Regulation and Association (US MERA)

US MERA is a coalition of representatives from national midwifery associations, credentialing bodies, and education accreditation agencies that bring their leadership and expertise together to identify priorities and serve as a unified voice on issues that affect midwifery education, certification, accreditation, regulation, association, and practice. US MERA aims to increase access to high quality and culturally relevant midwifery care. Learn more: <http://www.usmera.org/>

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